



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
WASHINGTON, D.C. 20372-5120

IN REPLY REFER TO
BUMEDINST 5230.8 CH-1
BUMED-09D
14 Sep 90

BUMED INSTRUCTION 5230.8 CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery

Subj: CONFIGURATION MANAGEMENT OF INFORMATION SYSTEMS (IS)

Encl: (1) Replacement page 1 of enclosure (1) and revised
page 2 of enclosure (1)

1. Purpose. To add guidance regarding identification of potential cost savings when submitting a system change request and to make minor corrections. Retain this change transmittal in front of basic instruction.

2. Action

a. Make the following pen and ink changes:

(1) Page 2 of basic instruction, paragraph 7a. Change "mangers" to "managers."

(2) Page 3 of basic instruction, paragraph 7a(2). Change "mangers" to "managers."

b. Remove old pages 1 and 2 of enclosure (1) and replace with like-numbered pages.



JAMES A. ZIMBLE

Distribution:

SNDL, C28G (BRDENCLINIC)
C28H (BRMEDCLINIC)
C31J (BRMEDCLINIC)
C31K (NAVMEDADMINU)
C34F (BRMEDCLINIC and NAVMEDCLINIC LONDON DET)
C34G (BRDENCLINIC)
C52 (BUMED SHORE BASED DETACHMENTS)
C58Q (BRDENCLINIC)
C58R (BRMEDCLINIC)
C85A (BRMEDCLINIC)
FA47 (NAVHOSP)
FA48 (NAVDENCLINIC)
FA49 (NAVMEDCLINIC)
FB58 (NAVHOSP)
FB59 (NAVDENCLINIC)
FB60 (NAVMEDCLINIC)
FC16 (NAVMEDCLINIC)



0510LD0550051

BUMEDINST 5230.8 CH-1
14 Sep 90

Distribution: (continued)

SNDL, FC17 (NAVHOSP)
FC18 (NAVDENCLINIC)
FH (BUMED COMMAND ACTIVITIES)
FT108 (NAVHOSP)
FT109 (NAVDENCLINIC)
FT110 (NAVMEDCLINIC)
FW1 (NATNAVMEDCEN)
FW2 (NATNAVDENCEN)
FW3 (NAVHOSP)
FW4 (NAVMEDCLINIC)

Copy to:

SNDL, 21A (CINCS)
23A2 (COMNAVFORJAPAN, COMNAVMARIANAS only)
28CS (COMNAVSURFGRU LONG BEACH only)
28K1 (COMSUBGRU TWO only)
42A1 (COMFAIRCARIB, COMFAIRKEFLAVIK)
42A2 (COMFAIRMED)
42B1 (COMHEWINGSLANT only)
42B2 (COMMATVAQWINGPAC, COMPATWINGPAC only)
FA6 (NAS KEY WEST only)
FA24 (COMNAVBASE CHARLESTON, GUANTANAMO BAY, NORFOLK,
and PHILADELPHIA only)
FB28 (COMNAVBASE PEARL HARBOR, SAN DIEGO, SAN FRANCISCO,
and SEATTLE only)
FB50 (COMUSFAC)
FC3 (COMNAVACT UK only)
FF1 (COMNAVDIST)
FT1 (CNET)
FT2 (CNATRA)
FT5 (CNTECHTRA)
FT28 (NETC)
FT31 (NTC GREAT LAKES, ORLANDO only)
V3 (COMCABEAST only)
V8 (CG MCRD PARRIS ISLAND only)
V16 (CG MCB CAMP BUTLER, CAMP LEJEUNE, and CAMP PENDLETON
only)
V25 (CG MCAGCC)

Stocked:

CO, NAVPUBFORMCEN
5801 Tabor Ave.
Phila., PA 19120-5099



DEPARTMENT OF THE NAVY

BUREAU OF MEDICINE AND SURGERY
WASHINGTON, D.C. 20372-5120

IN REPLY REFER TO

BUMEDINST 5230.8
BUMED-09D
4 May 90

BUMED INSTRUCTION 5230.8

From: Chief, Bureau of Medicine and Surgery

Subj: CONFIGURATION MANAGEMENT OF INFORMATION SYSTEMS (IS)

Ref: (a) SECNAVINST 5232.1
(b) SECNAVINST 5233.1B (NOTAL)
(c) SECNAVINST 5231.1B
(d) SECNAVINST 5214.2B (NOTAL)

Encl: (1) System Change Request (SCR) Format Preparation and
Submission
(2) System Change Request Format

1. Purpose. To implement reference (a) by identifying responsibilities and establishing the Configuration Management Program for the Bureau of Medicine and Surgery (BUMED) IS.

2. Cancellation. NAVMEDCOMINST 5230.5.

3. Definitions. Terms applicable to this program are defined in enclosure (1) of reference (a).

4. Discussion

a. Configuration management applies to technical and administrative direction and surveillance of IS to:

(1) Identify and document IS functional and physical characteristics.

(2) Control changes to those characteristics.

(3) Record and report the implementation of approved changes.

(4) Identify and document inconsistencies among successive baselines established through configuration audits.

b. Configuration items (i.e., those entities which are controlled through configuration management) fall within the following categories:



0510LD0550050

BUMEDINST 5230.8
4 May 90

(1) Hardware. Processing units, peripheral devices, and associated communication equipment.

(2) System Software. System control program ("operating system"), utility and communications programs, and proprietary software (electronic spreadsheets, etc.) made in conjunction with an IS.

(3) Application Software. Programs written to effect the specific functions of an IS.

(4) Documentation. Functional description, user's manual, computer operations manual, program maintenance manual, other documentation required by reference (b), and data collection and control forms and report formats.

c. IS configuration management is separated into two phases:

(1) Phase I. Applied during the project management activities of the system life cycle (milestones O-III), and concerned with the formal establishment of the functional, allocated, and product baselines.

(2) Phase II. Applied during the deployment and operation activities of the system life cycle and concerned with system enhancements to meet new requirements or gain efficiencies, maintenance of approved standard environments at multiple sites, or correction of previously undetected errors.

5. Scope. Applies to all configuration items centrally managed at the BUMED level. Phase II system change procedures are outlined in enclosure (1) and are applicable to IS employed at BUMED activities, but are under the management control of Defense Medical Systems Support Center (DMSSC).

6. Policy. Make no changes to items under BUMED configuration management without formal approval of the appropriate Configuration Control Board (CCB), except where the authority has been delegated to the Officer in Charge, Naval Medical Data Services Center Detachment, Norfolk, VA, for emergency system changes necessary to keep an IS operational.

7. Action

a. Functional managers of BUMED IS must formally establish CCBs for IS within their areas of responsibility.

(1) These CCBs must be chaired by either the functional manager or the project manager assigned per reference (c), and must meet as necessary with minutes kept of board proceedings.

(2) During Phase I configuration management, the functional manager's CCB must review and approve the IS functional description (to establish the functional baseline), system specifications (to establish the allocated baseline), and user's manual, computer operations manual, and program maintenance manual (to establish the product baseline).

(3) During Phase II configuration management, the functional manager's CCB must review and decide upon all suggested changes to applications software, and to dedicated hardware in the case of IS which are supported entirely by dedicated hardware in a stand-alone mode of operation.

(4) Functional managers must ensure that the CCB membership appropriately represents the disciplines of functional area expertise, management, automatic data processing (ADP) project management, data administration, and IS quality assurance.

b. The Commanding Officer, Naval Medical Data Services Center must:

(1) Formally establish a CCB for general purpose, shared hardware, proprietary software, and systems software.

(2) Ensure the performance of comprehensive configuration audits on a routine basis, reporting the results of the configuration audit to the appropriate CCB.

(3) Ensure the proper resolution of any conflicts which may occur when separate initiatives compete for the same resources.

c. The Officer in Charge, Naval Medical Data Services Center Detachment, Norfolk, VA must act as the BUMED configuration management agent, including:

(1) Serving as the central point of receipt of system change requests during Phase II configuration management.

(2) Determining technical feasibility and cost of implementing requested changes to BUMED managed IS.

(3) Tracking and reporting on the status of all system change requests.

BUMEDINST 5230.8
4 May 90

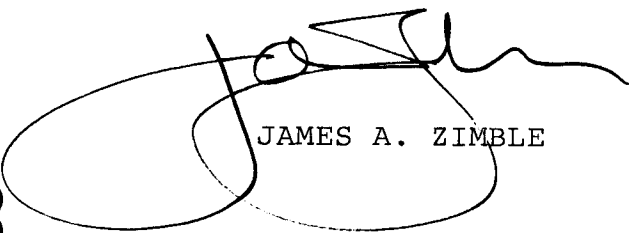
(4) Ensuring that system change requests are forwarded to the appropriate configuration control authority.

(5) Establishing and implementing procedures which support configuration identification and configuration status accounting.

(6) Distributing tested and validated versions of approved changes to system software, application software, and documentation.

d. Commanding officers, commanders, and officers in charge, of activities employing centrally managed IS must ensure that system changes are submitted per enclosures (1) and (2).

8. Report Exemption. The requirement contained in enclosure (1) is exempt from reports control by reference (d), part IV, paragraph G8.



JAMES A. ZIMBLE

Distribution:

SNDL, C28G (BRDENCLINIC)
C28H (BRMEDCLINIC)
C31J (BRMEDCLINIC)
C31K (NAVMEDADMINU)
C34F (BRMEDCLINIC and NAVMEDCLINIC LONDON DET)
C34G (BRDENCLINIC)
C52 (BUMED SHORE BASED DETACHMENTS)
C58Q (BRDENCLINIC)
C58R (BRMEDCLINIC)
C85A (BRMEDCLINIC)
FA47 (NAVHOSP)
FA48 (NAVDENCLINIC)
FA49 (NAVMEDCLINIC)
FB58 (NAVHOSP)
FB59 (NAVDENCLINIC)
FB60 (NAVMEDCLINIC)
FC16 (NAVMEDCLINIC)
FC17 (NAVHOSP)
FC18 (NAVDENCLINIC)
FH (BUMED COMMAND ACTIVITIES)
FT108 (NAVHOSP)
FT109 (NAVDENCLINIC)
FT110 (NAVMEDCLINIC)
FW1 (NATNAVMEDCEN)
FW2 (NATNAVDENCEN)
FW3 (NAVHOSP)
FW4 (NAVMEDCLINIC)

BUMEDINST 5230.8
4 May 90

Copy to:

SNDL, 21A (CINCS)
23A2 (COMNAVFORJAPAN, COMNAVMARIANAS only)
28CS (COMNAVSURFGRU LONG BEACH only)
28K1 (COMSUBGRU TWO only)
42A1 (COMFAIRCARIB, COMFAIRKEFLAVIK)
42A2 (COMFAIRMED)
42B1 (COMHELWINGSLANT only)
42B2 (COMMATVAQWINGPAC, COMLATWINGPAC only)
FA6 (NAS KEY WEST only)
FA24 (COMNAVBASE CHARLESTON, GUANTANAMO BAY, NORFOLK,
and PHILADELPHIA only)
FB28 (COMNAVBASE PEARL HARBOR, SAN DIEGO, SAN FRANCISCO,
and SEATTLE only)
FB50 (COMUSFAC)
FC3 (COMNAVACT UK only)
FF1 (COMNAVDIST)
FT1 (CNET)
FT2 (CNATRA)
FT5 (CNTECHTRA)
FT28 (NETC)
FT31 (NTC GREAT LAKES, ORLANDO only)
V3 (COMCABEAST only)
V8 (CG MCRD PARRIS ISLAND only)
V16 (CG MCB CAMP BUTLER, CAMP LEJEUNE, and CAMP PENDLETON
only)
V25 (CG MCAGCC)

Stocked:

CO, NAVPUBFORMCEN
5801 Tabor Ave.
Phila., PA 19120-5099

SYSTEM CHANGE REQUEST (SCR) FORMAT PREPARATION AND SUBMISSION

1. Activities within the NAVMEDATASERVCE DET Norfolk area of responsibility will submit SCRs to:

Officer in Charge
Naval Medical Data Services Center Detachment
6500 Hampton Blvd.
Norfolk, VA 23508-1298

2. Activities within the NAVMEDATASERVCE DET San Diego area of responsibility will submit SCRs to:

Officer in Charge
Naval Medical Data Services Center Detachment
San Diego, CA 92143-6800

3. NAVMEDATASERVCE DET San Diego will forward all reviewed SCRs to the NAVMEDATASERVCE DET Norfolk for central clearing.

4. Each SCR format will include the following information:

- a. Send To. Address to which the originator is to send the SCR.

- b. Copy To. Address to which the originator is to send a copy of the SCR (if applicable).

- c. Originator's Control Number. A unique number created by the requesting activity. It is comprised of the five position unit identification code (UIC) along with the two position fiscal year and a three position sequential number.

Example: 46737-90-001

- d. Name. Printed name of person suggesting the change or name of the system manager who collects and submits all change requests.

- e. Title. Originator's title.

- f. Address. Originator's mailing address.

- g. Telephone. AUTOVON and commercial numbers where the originator can be reached to discuss the requested change.

- h. Date Submitted. Date originator submits the SCR.

14 Sep 90

i. Priority. Priority the originator feels is appropriate for this SCR.

(1) Emergency. A situation that prevents a task accomplishment necessary for operations. Requires immediate resolution.

(2) Urgent. A situation where a site is operable but in a degraded mode.

(3) Routine. A situation that indicated there is no urgency for the change since the change does not adversely affect the system. Normally, changes which are perceived as enhancements are routine.

j. Systems and Subsystems. The automated system for which the change is requested, and the subsystem if any.

k. Short Title. A brief description of the SCR.

l. Description. Provide sufficient supporting documentation which justifies the need for the change. Identify all appropriate references. Describes the consequences of not making the change.

m. Recommended Solution. A description of how originator thinks the requested change could best be implemented.
(Optional)

n. Timetable. The year and quarter by which the change needs to be implemented.

o. Impact. Describe the benefits expected if the change is made and the problem resulting if it is not. Note if this is an enhancement that would realize significant cost savings.

p. Documentation References. List any documents that are related to the change, such as the page which describes three options to which you would like to add a fourth. Include the document date and version number. Example documents are user's manual, system specifications, functional description, training materials, etc.

BUMEDINST 5230.8
4 May 90

SYSTEM CHANGE REQUEST FORMAT

Send to: Copy to:

ORIGINATOR	Originator's Control Number:
Name:	Title:
Address:	
Telephone: AUTOVON:	Commercial:
Date Submitted:	
Priority: () Emergency () Urgent () Routine	

SYSTEMS AND SUBSYSTEMS:

SHORT TITLE:
DESCRIPTION: (Attach additional pages if necessary.)

RECOMMENDED SOLUTION: (Optional)

TIMETABLE: (Year and quarter by which change needs to be implemented.)

IMPACT: (Include benefits if change is made and problems if it is not.)

DOCUMENTATION REFERENCES. (Include documentation date and version number.)

Enclosure (2)